

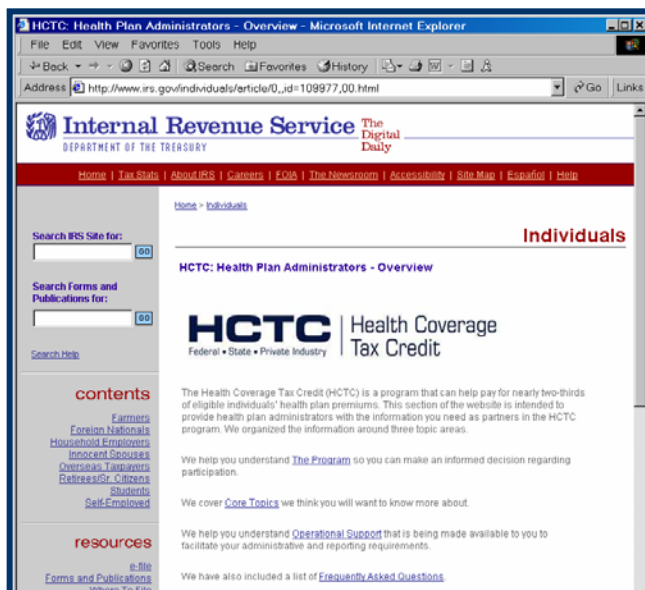
Topic: Using the HCTC Website

This newsletter explains how the information available on www.irs.gov can assist you in your business processes related to the HCTC program.

Locating Information

HCTC program information can be found on the IRS web site at www.irs.gov. Currently, there is a direct link to HCTC program information on the IRS.gov homepage, or you can type "HCTC" in the keyword field and click **Go**. This will take you to the HCTC content section. The HCTC information is divided into four general sections:

- HCTC: Health Plan Administrators
- HCTC: Overview
- HCTC: Individuals
- HCTC: State Agencies



Health Plan Administrator Section

This section is developed specifically for health plan administrators. In it, you can find answers to questions about how you and the HCTC program can work together.

The health plan administrator section of the website is divided into five sections:

- Health Plan Administrator - Overview
- The Program
- Core Topics
- Operational Support
- Frequently Asked Questions

The Health Plan Administrator - Overview section includes a general HCTC program overview with information specific to health plan administrators as well as a link to our HCTC August 1, 2003 Implementation document and HCTC program HIPAA Statement and Disclaimer.

The Program section has information on qualified health coverage, eligibility, and payments.

The Core Topics section includes information on becoming a state-qualified health plan, the payment process and timeline, and reporting requirements.

The Operational Support section is where you will find links to the August 1, 2003 Implementation document, the COBRA Early Payment Procedural Guide, and all of our Health Plan Administrator Newsletters.

The FAQ section, which is updated regularly, has answers to the questions that health plan administrators ask the HCTC program, including the following:

- After August 1, 2003, will the health plan administrator send the eligible individuals a bill for the entire 100 percent of the premium or for just the 35 percent?
- How will the HCTC program pay health plan administrators the premiums?
- Must health plan administrators generate monthly invoices to HCTC participants?
- What is the purpose of Central Contractor Registration?



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HCTC Overview Section

This section includes a description of the HCTC program, links to additional resources, a glossary of HCTC terms, and frequently asked questions for the program.

Use the information in this section to inform individuals new to the HCTC program about it. It also can help familiarize your call center representatives with the HCTC program processes. You can find answers to many questions in the FAQ section, including the questions listed here:

- Who is entitled to benefits under the HCTC?
- What is TAA?
- Can you provide some historical background on PBGC?

Individuals Section

This section is designed for individuals who are interested in the HCTC program. It outlines who is eligible, how individuals claim the tax credit, and payment responsibility of individuals. It should not be confused with the overall IRS.gov Individuals section, under which the entire HCTC website is placed. This is why, on all pages of the HCTC website, you will see the red heading "Individuals" at the top of the page.

You can use the information in this section to familiarize yourself and your call center with the information provided to individuals, and to understand the questions individuals are asking. Individuals may also be directed to this site for their own information. You can find answers to many questions in the FAQ section, including the questions listed here:

- How will I find out if I am potentially eligible for the HCTC?
- What are my health plan choices with the HCTC?
- As a recipient of the advance tax credit option, how will I pay my health plan premium?

State Agencies Section

You can find answers in this section to questions about the process of state qualification of health plans as well as information on states' responsibilities in working with the HCTC program. This section also includes information on the requirements for state-qualified plans and describes the automatic options available to individuals.

The FAQ section has answers to questions, including those listed here:

- Can qualified health plans be added to the HCTC program after 8/01/03?
- Where can I get the guidelines to qualify health plans?
- Does my state have to qualify a health plan?

What Does This Mean For You?

There is a wealth of information resources available to assist you in working with the HCTC program. This information may address questions that your organization has.

You can find helpful information in all four sections of the web site – not only in the Health Plan Administrator section. Use this information as a general source of information about the HCTC program. Any questions that cannot be answered via the website should be directed to the Customer Contact Center at 1-866-628-HCTC.

